

# Constitution and Bylaws Northview High School Chapter National Honor Society

## **ARTICLE I: NAME AND PURPOSE**

**Section 1.** The name of this chapter shall be the Northview High School Chapter of the National Honor Society (NHS) of Secondary Schools, which appears on the charter granted by the National Council of the National Honor Society, duly signed by the national secretary.

**Section 2.** The purpose of this chapter shall be to create an enthusiasm for scholarship, to stimulate a desire to render service, to promote worthy leadership, and to encourage the development of character in all students of Northview High School.

## **ARTICLE II: MEMBERSHIP**

**Section 1.** Membership in this chapter is an honor bestowed upon a student. Selection for membership is by vote of the Faculty Council and is based on outstanding scholarship, service, leadership, and character. Once selected, members have the responsibility to continue to demonstrate these qualities.

**Section 2.** Membership in this chapter shall be known as active and graduate. Active members become graduate members at graduation; graduate members have no vote. Candidates become members when inducted at a special ceremony.

**Section 3.** To be eligible for selection to membership in this chapter, the candidate must have been in attendance for a period of one semester in this school. The selection for active members shall be held once a year during the second semester of the school year.

**Section 4.** Candidates eligible for election to this chapter must be members of the junior or senior class and have a minimum cumulative grade point average of 92 on a scale of 100. This scholastic achievement shall remain fixed. Students who are eligible scholastically shall be notified and invited to complete a student portfolio for further consideration for selection.

**Section 5.** An NHS member who transfers from another school and brings a letter from the former principal to the new school adviser shall be automatically accepted as a member in the new school's chapter. Similarly, an active NHS member who transfers from this school will be given a letter indicating the status of his/her membership and signed by the principal or adviser. Transfer members must meet the new chapter's standards within one grading period in order to retain membership. Sophomores who transfer shall remain inactive until their junior year.

**Section 6.** The description of the selection procedure shall be published and be widely available in a timely fashion to all students and the parents of the school. The selection process shall be determined by the Faculty Council and shall be consistent with the rules and regulation of the NHS.

**Section 7.** Members who resign or are dismissed are never again eligible for membership or its benefits.

## **ARTICLE III: OFFICERS**

**Section 1.** The officers of this chapter, their duties, and the method of their election shall be posted prior to elections.

**Section 2.** The officers shall be a president, a vice-president, a secretary, and historian. In addition to the specific duties and responsibilities listed below, the officers shall assume other duties and responsibilities as required of their respective offices.

**Section 3.** It shall be the duty of the officers to attend executive board meetings.

**Section 4.** It shall be the duty of president to preside at all meetings of this chapter, represent the chapter at public occasions, appoint necessary committees, and serve as ex-officio member on all committees, to delegate responsibilities to members. The president shall also work with the executive board in making decisions which will best benefit the chapter members and delegate duties to the best of his/her ability.

**Section 5.** It shall be the duty of the vice-president to fill the chair of the president in his/her absence. In addition, the vice-president shall coordinate the activities of committees, all leadership projects, and group service projects, and collect a written report from each chair at the end of the project. The vice-president will also work with the president in assigning and accepting delegation of duties and see that these are carried out.

**Section 6.** It shall be the duty of the chapter secretary to keep accurate minutes of each meeting, a record of all business, all records on file, and conduct correspondence. The chapter secretary shall also submit a report of old and new business at executive board meetings.

**Section 7.** It shall be the duty of the historian to keep record (written, photographs, video, etc.) of all National Honor Society activities and events through the course of the school year; records should be compiled in a scrapbook. It is also the historian's duty to update members of chapter activities and inform the public of the chapter's events via newspaper, school paper, announcements, etc.

**Section 8.** The majority of votes cast shall be necessary to elect any officer of this chapter. New officers will be installed at the last meeting of each school year.

**Section 9.** Removal of officers for violations of established school regulations and/or not upholding the standards of the National Honor Society can be done only by the chapter adviser. Appointment of a vacant office is determined by the executive committee.

#### **ARTICLE IV: EXECUTIVE COMMITTEE**

**Section 1.** The executive committee shall consist of the officers of the chapter and the adviser.

**Section 2.** The executive committee shall have general supervision of the meetings, affairs, and business of the chapter, make recommendations to the chapter, and determine and perform such other duties as are specified in the national bylaws. All actions and recommendations of the executive committee shall be subject to the review of the chapter membership.

**Section 3.** The executive committee shall have the responsibility for ensuring that chapter activities and procedures follow school policy and regulations.

#### **ARTICLE V: ACTIVITIES**

**Section 1.** Each chapter shall determine one or more service projects for each year.

**Section 2.** All members shall regularly participate in these service projects and activities.

**Section 3.** The activities and projects shall have the following characteristics: fulfill a need within the school or community, have the support of the administration and the faculty, be appropriate and educationally defensible, and be well-planned, organized and executed.

**Section 4.** Each member shall have the responsibility for choosing and participating in an individual service project which reflects his/her particular talents and interests. This is in addition to the chapter projects to which all members contribute.

**Section 5.** The chapter shall publicize its projects in a positive manner.

#### **ARTICLE VI: MEETINGS**

**Section 1.** Meetings of the chapter shall be held the last Thursday of each month at 7:45 A.M. Special meetings may be called by the adviser.

**Section 2.** All meetings shall be open meetings and shall be held under the sponsorship of the adviser.

**Section 3.** All active members shall be required to attend the scheduled meetings and activities.

## **ARTICLE VII: DUES**

**Section 1.** Annual dues for this chapter shall be \$30.00. Dues go toward chapter expenses such as induction supplies, graduation stoles, and expenses of various service projects.

**Section 2.** Dues will be payable within 30 days of induction.

## **ARTICLE VIII: DISMISSAL**

**Section 1.** Any member who falls below the standards of scholarship, leadership, character, or service may be dismissed from the Northview High School Chapter of the National Honor Society. The member shall receive a written warning from the chapter adviser and given a reasonable amount of time to correct the deficiency, except in the case of flagrant violation of school rules (cheating, lying, skipping classes, slander, insubordination) or civil laws in which case a member does not necessarily have to be warned. A member will be allowed only one warning. Once a member is dismissed, he/she is never again eligible for membership in NHS.

**Section 2.** The member will receive written notification of the reason for possible dismissal from the adviser/Faculty Council. The member and adviser will discuss the written notification in a conference.

**Section 3.** Prior to dismissal, the member will be offered a hearing with the Faculty Council under the same rules for disciplinary appeals in the school district. The Faculty Council will then vote on whether to dismiss.

**Section 4.** A letter of dismissal will be sent to the principal, student, and parents if the student is dismissed. Dismissed members must surrender any membership emblems to the adviser. Furthermore, each member agrees that acceptance of the emblem shall be considered affirmation of this stipulation in regard to the title of the emblem.

## **ARTICLE IX: AMENDMENTS**

**Section 1.** The constitution and its bylaws may be amended by a two-thirds vote of the chapter, provided that the proposed amendment has been approved by the chapter's executive committee and that notice to members had been in writing at least one month prior to the meeting at which it is voted upon. The exceptions are Articles II and VIII which are developed by the Faculty Council with the approval of the principal.

**Section 2.** Bylaws and amendments must be consistent with the Constitution of the National Honor Society.